

Microsoft Word 2010 - Normal User

Test Results for: Debra Mary

Test Date: 11/6/2018

Elapsed Time: 00:57:36

Questions Correct: 25 out of 30

Percent Correct: 83%

Global Average: 70%

Percentile Ranking: 76th

Detail Score Report

Q#	Status	Task	Topic	Level	Time
1	Incorrect	Open a Document	General Commands and Properties	Basic	00:00:41
2	Correct	Cutting Text	Formatting and Editing	Basic	00:00:11
3	Correct	Pasting Text	Formatting and Editing	Basic	00:00:25
4	Correct	Font	Formatting and Editing	Basic	00:00:15
5	Correct	Font Size	Formatting and Editing	Basic	00:00:10
6	Correct	Bold	Formatting and Editing	Basic	00:00:04
7	Correct	Aligning Text	Formatting and Editing	Basic	00:00:10
8	Correct	Margins	Page Layout	Basic	00:00:45
9	Correct	Sort	Formatting and Editing	Basic	00:01:57
10	Correct	Bullets	Formatting and Editing	Basic	00:00:10
11	Correct	Columns	Page Layout	Basic	00:01:25
12	Correct	Insert a Picture	Insert Tools	Basic	00:00:48
13	Correct	Increase Indent	Formatting and Editing	Basic	00:00:25
14	Incorrect	Insert Date	Insert Tools	Basic	00:16:04
15	Correct	Find and Replace	Formatting and Editing	Basic	00:02:27
16	Incorrect	Insert Header	Insert Tools	Intermediate	00:02:01
17	Correct	Insert a Page Break	Page Layout	Intermediate	00:00:14
18	Correct	Insert a Table	Insert Tools	Intermediate	00:01:20
19	Correct	Adjusting Table Columns	Insert Tools	Intermediate	00:01:23
20	Correct	Table Style	Formatting and Editing	Advanced	00:03:28
21	Correct	Add Developer Tab	General Commands and Properties	Advanced	00:03:24
22	Incorrect	Create Macro	Application Tools	Advanced	00:05:43
23	Incorrect	Insert Page Numbers	Insert Tools	Intermediate	00:01:19
24	Correct	Undo	General Commands and Properties	Basic	00:00:07
25	Correct	Spell Check	Review Options	Basic	00:00:22
26	Correct	Print	General Commands and Properties	Basic	00:00:36
27	Correct	Tracking Changes	Review Options	Basic	00:00:13
28	Correct	Insert a Comment	Review Options	Advanced	00:02:21
29	Correct	Reviewing Pane	Review Options	Basic	00:01:48
30	Correct	Mail Merge	Application Tools	Advanced	00:04:35

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	20	18	90%
Intermediate	5	3	60%
Advanced	5	4	80%
Total	30	25	83%

Question Topic Statistics

Topic	Number of Questions	Number Correct	Total Percentage
General Commands and Properties	4	3	75%
Formatting and Editing	11	11	100%
Page Layout	3	3	100%
Insert Tools	6	3	50%
Application Tools	2	1	50%
Review Options	4	4	100%
Total	30	25	83%

Test Description

Among the tasks included in the Microsoft Word 2010 - Normal User test are formatting a document, inserting pictures, creating tables, sorting data, and conducting mail merges.